Customizing the Customer Folder
Structure in Toolkit

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Many of you have asked how you can add a folder (for example, a Waste Management folder, a Job Sheet folder, etc.) in the Customer Files tab in Toolkit. These are the simple instructions on how to do that:

1. Open My Computer and browse to:
   C:\Program Files\USDA\Toolkit5\Config Files

2. Double click on the CustomerFolderStructure.txt file to open it. The file will open up in NotePad.

3. Simply type in the new folder name that you would like to appear in EVERY customer file. (*some examples include, Waste Management, Job Sheets, Photographs*).

4. Click File – Save (**NOT SAVE AS**).

5. Once you open the Customer Folder in Toolkit, you will see it in the list of folders under the Customer Files tab.